

ORDER DOCUMENTATION CONTROL CENTER

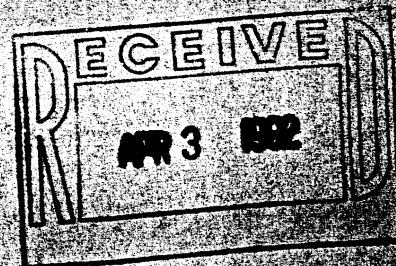
ATS/DCC
EXTRA COPY
→

1600.25D

620 Doccon

ASE-600

**FAA IDENTIFICATION MEDIA, OFFICIAL CREDENTIALS,
PASSPORTS, AND VEHICLE IDENTIFICATION MEDIA**



January 22, 1992

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Distribution: A-WXYZ-2; A-FCS-1 (ALL); A-FOF-O (LTO)

Initiated By: ACP-100

1/22/92

FOREWORD

This order prescribes standards and procedures governing the format, type, procurement, control, issuance, and recovery of all identification media within the Federal Aviation Administration (FAA). It applies to all identification documents issued for use by FAA personnel, consultants, contractors, tenants on, and visitors to FAA facilities. It implements Order DOT 1680.3, Identification Cards, Official Credentials, and Passports.

Those FAA entities wishing to issue identification media which have not been discussed in this order should contact the Civil Aviation Security Office of Policy and Planning, ACP-1, ATTN: ACP-100, for such inclusion and recognition.



O.K. Steele
Assistant Administrator for
Civil Aviation Security

TABNTS

CHAPTER 1. GENERAL

1. Purpose.....	1-1
2. Distribution.....	1-1
3. Cancellation.....	1-1
4. Explanation of Changes.....	1-1
5. Identification Media Responsibilities.....	1-2
6. Responsibilities.....	1-3
7. Definitions.....	1-3
8. Forms.....	1-4
9. Authorized Identification Media.....	1-4
10. Approval of New or Changes to Existing.....	1-4
11. Privacy Act System of Records.....	1-4
12. thru 199. Reserved.....	1-4

CHAPTER 2. PROCEDURES

200. General.....	2-1
201. Requirement.....	2-1
202. Application.....	2-1
203. Certification of Identification Media.....	2-1
204. Authorizing Officials.....	2-1
205. Counterfeiting, Misuse or Alteration.....	2-1
206. Loss or Theft.....	2-2
207. Damaged or Excessively Worn Identification.....	2-2
208. Destruction of Recovered Identification.....	2-2
209. Surrender of Identification Media.....	2-2
210. Accountability.....	2-3
211. Safeguarding Requirements.....	2-3
212. Transmission Requirements.....	2-3
213. Photography for Identification Media.....	2-4
214. Identification Card/Credentials Application.....	2-4
215. Reissuance of Identification Media.....	2-5
216. thru 299. Reserved.....	2-5

CHAPTER 3. IDENTIFICATION CARDS, BADGES AND CREDENTIALS

300. Identification Cards.....	3-1
301. Official Credentials and Badges.....	3-1
302. Previously Issued Identification Media.....	3-1
303. thru 399. Reserved.....	3-2

CHAPTER 4. CIVIL AVIATION SECURITY SPECIAL AGENTS AND BADGE

400. General.....	4-1
401. Forms.....	4-1
402. Eligibility Criteria.....	4-1
403. Use of the Special Agent Badge and Credentials.....	4-1
404. Application Procedures.....	4-1
405. Transmittal of Credentials and Badges.....	4-1

406. Accountability and Control ges.	4-2
407. Reporting Loss or Theft	4-2
408. Replacement of Lost or Stolen Badges.	4-2
409. Replacement of Mutilated Ges.	4-3
410. Misuse of Credentials or Badges.	4-3
411. thru 499. Reserved	4-3

CHAPTER 5. PASSPORTS AND VISA

500. Description and Use.	5-1
501. Safeguarding	5-1
502. Applications	5-1
503. Processing	5-2
504. Reporting Loss, Theft or Misuse	5-2
505. Disposition	5-2
506. thru 599. Reserved	5-2

CHAPTER 6. VEHICLE IDENTIFICATION

600. General.	6-1
601. Applicability.	6-1
602. Registration	6-1
603. Identification Media	6-1
604. Issuance, Control and Accounting	6-2
605. Safeguarding	6-2
606. thru 699. Reserved	6-2

APPENDIX 1. RESERVED. (Identification Application FAA FORM 1600.14)

APPENDIX 2. RESERVED. (Samples)

APPENDIX 3. RESERVED. (Signatures)

APPENDIX 4. RESERVED.

APPENDIX 5. RESERVED.

1/22/92

CHAPTER 1. GENERAL

1. PURPOSE

This order provides basic standards for the issuance and use of all identification media utilized in the FAA. It implements DOT Order 1680.3, Identification Cards, Official Credentials, and Passports. It identifies offices which have been delegated responsibility for specific identification media used FAA-wide. It has been expanded to establish procedures for a vehicle identification program and documents those procedures to be used for requesting official passports. Additionally, this order includes those procedures set by the Assistant Administrator for Civil Aviation Security in the issuance and handling of special agent credentials and badges.

2. DISTRIBUTION

This order is distributed to the office and division level in Washington headquarters, regions, centers, Civil Aviation Security Field Offices, and Units, and limited distribution to all other field offices and facilities.

3. CANCELLATION

FAA Order 1600.25C, FAA Identification Media, dated January 20, 1983, and FAA Order 1600.57B, Special Agent Credential and Badge, dated February 3, 1989.

4. EXPLANATION OF CHANGES

- a. Procedures for a vehicle identification media program have been added.
- b. Procedures for processing passport requests have been added.
- c. Employee responsibilities have been added regarding the acceptance and use of any identification media issued to the employee.
- d. Procedures required by DOT Order 1680.3, Identification Cards, Official Credentials, and Passports, for the issuance, accountability and control of identification media have been incorporated.
- e. Changed references regarding FAA and DOT orders. The reader will need to consult the latest edition of the various orders referred to in this order. Only the order number and title will be listed in this directive.
- f. Reference to the issuance of special purpose identification cards by Metropolitan Washington Airports has been deleted.
- g. The name of the order has been changed.
- h. Procedures for issuance of Federal Air Police Badges have been deleted.

i. Procedures for the issuance of the Special Agent Badges and Credentials have been incorporated.

j. A new form has been developed, signature samples for certifying and authorizing officials.

k. FAA form 1600-14 has been revised and a sample is included as appendix 1.

l. A sample receipt form for the employee's signature upon receiving his/her identification/credential media has been included.

5. IDENTIFICATION MEDIA RESPONSIBILITIES

The Assistant Administrator of Civil Aviation Security, ACS-1, will establish standards and procedures ensuring the integrity and security of the FAA-wide identification media program. Changes in standards or procedures will be addressed by the Civil Aviation Security Office of Policy and Planning, ACP-1. The following responsibilities will be carried out by the Civil Aviation Security Office of Operations, ACO-1. This list is not intended to be all inclusive.

a. The Assistant Administrator for Civil Aviation Security (ACS-1), is responsible for:

- (1) Coordinating with the Office of the Secretary of Transportation (OST) Office of Security, M-70, on all matters pertaining to identification media used by the FAA.
- (2) Developing national standards and procedures governing the FAA-wide identification media program.
- (3) Providing guidance and assistance FAA-wide to offices concerning the acquisition of new forms and/or changes to existing forms of identification media.
- (4) Monitoring and inspecting procedures pertaining to the procurement, printing, issuance, accountability, and control of all identification media utilized by FAA employees, contractors, consultants, or designated representatives. Periodic inspections will be conducted by this office.
- (5) Controlling and accounting FAA-wide for the Regular and Temporary identification cards, and Executive Credentials.
- (6) Preparing and issuing all Special Agent and Federal Air Marshal Credentials. Developing, designing, procuring, controlling and accounting for the Special Agent and Federal Air Marshal Badges, in accordance with this order and Order 1650.6, Federal Air Marshal Program.

1/22/92

(7) Developing, designing, and procuring Aeronautical Center, Technical Center, Air Route Traffic Control Center (ARTCC), Combined Enroute Radar Approach Control (CERAP), and Terminal Radar Approach Control (TRACON) identification cards.

(8) Developing, preparing and procuring FAA Visitor Identification Cards.

(9) Certifying Federal Air Marshal and Special Agent Credentials.

6. RESPONSIBILITIES

The following officials are responsible for implementing the established standards and procedures pertaining to those media issued by them. Part of those responsibilities include ensuring that only those personnel that meet the technical qualifications, as listed in their respective directives, are issued the appropriate identification media. The following officials have responsibilities for the listed identification media:

a. The Assistant Administrator for Airports, (ARP-1), is responsible for the design, procurement, and issuance, of the Airport Safety Inspector's Credential, FAA FORM 5280-5, and for its accountability in accordance with provisions of FAA Order 5280.4, Airport Certification Safety Inspector's Credentials.

b. The Associate Administrator for Regulation and Certification, (AVR-1), through the Flight Standards Service, (AFS-1) is responsible for the design, procurement, and issuance of the Aviation Safety Inspector's Credential and the Air Operations Area Access Identification Card, and for their accountability in accordance with provisions of FAA Order 8000.38, Aviation Safety Inspector's Credential, FAA Form 110A; Use of FAA Form 8430-13, Request for Access to Aircraft, and FAA Form 8000-39, Air Operations Area Access I.D. Card.

c. The Director, Office of Civil Rights (ACR-1), is responsible for the design, procurement, issuance, and accountability of the Civil Rights Representative Credential, FAA Form 1400-1, in accordance with FAA Order 1400.8, Equal Opportunity in FAA Employment. ACR-1 is the certifying official for this credential.

d. The Director, Office of Air Traffic System Effectiveness, (ATH-1), is responsible for the design, procurement, issuance, and accountability of the Air Traffic Evaluation Credential FAA Form 7010-2 and other identification media. The certifying official is the Associate Administrator for Air Traffic.

e. The Director, Office of Accident Investigation, (AAI-1), is responsible for the design, procurement, issuance, and accountability of the Aviation Safety Investigator's Badge and FAA Form 8000-36, the Aviation Safety

Investigator's Credential. This is accomplished in accordance with FAA Order 8000.61, Aviation Safety Investigator's Badge and Credential. The certifying official is the AOA-1.

f. The Associate Administrator for Human Resource Management, (AHR-1), is responsible for the procurement and issuance of DOT Form 1681.2, Retiree Identification Card.

g. The Federal Air Surgeon, (AAM-1), is responsible for the design, procurement, accountability, and issuance of FAA Form 8520-4, Aviation Medical Examiner Identification Card, in accordance with provisions of FAA Order 8520.2, Aviation Medical Examiner System. The certifying official is the Director, Civil Aeromedical Institute, AAM-3.

h. Regional Administrators and Center Directors are responsible for implementation of this directive within their respective areas of jurisdiction.

i. Managers of Civil Aviation Security Divisions and Staffs are responsible for requesting, processing, and recovering Special Agent credentials and badges issued to their regional personnel. They are also responsible for processing DOT F 1681.1.3 for all regional personnel.

j. Employees. Employees, shall include for the purposes of this paragraph, consultants and contractors. With few exceptions employees will be issued at the maximum one identification card and one credential. Employees shall:

(1) Thoroughly read any receipts they may be requested to sign, indicating their acceptance of identification media issued to them. Sample given in appendix 2.

(2) Have their issued Identification Card and any other FAA required media in their possession at all times while on Government property or while performing official Government business.

(3) Use their issued credential for official purposes only, and in the manner consistent with the corresponding directive which authorizes its issuance.

(4) Safeguard their issued identification card and/or credentials at all times.

(5) Display their issued identification card or credential whenever requested to do so. The request could be made by FAA management, FAA security personnel, security guards at the various facilities, or any law enforcement officer.

(6) Surrender their DOT/FAA issued identification media in accordance with paragraph 209.

(7) Surrender their FAA issued credential in accordance with the corresponding directive which authorized its issuance and in accordance with paragraph 209.

1/22/92

(8) Report to the servicing security element the loss, theft, damage or destruction of their DOT/FAA issued identification media in accordance with paragraphs 206, 207, and 208.

(9) Report any known or suspected misuse or alteration of FAA identification media to the servicing security element. Suspected misuse or alteration of a credential will be reported to the servicing security element as well as the issuing office.

7. DEFINITIONS

a. **Authorizing Official.** An individual, occupying the position of branch manager, an equivalent position, or higher level official; having supervisory responsibility over the individual, who is applying for an identification card or credential. Specific individuals in the Human Resources management divisions who are responsible for processing newly hired employees may be designated as authorizing officials for the purpose of requesting the Civilian Identification Card, DOT F 1681.1.3. The signature of the authorizing official is required on FAA Form 1600-14, Identification Card/Credential Application.

b. **Badge.** A distinctive device worn or carried as a symbol of authority.

c. **Certifying Authorities.** Individuals designated in specific directives as having the authority to sign identification media. Those officials located at national headquarters will submit samples of their signature, which will be kept on file, to the Assistant Administrator for Civil Aviation Security, ACS-1, ATTN: ACO-1. (see Appendix 3). Those certifying officials located at the Regional Administrator or Center Director level will submit sample signatures to their servicing security element.

d. **Credentials.** A form of personal recognition which carries with it a stated right to exercise a certain authority.

e. **Identification Card.** A form of personal recognition issued to identify current or former DOT/FAA employees, current contractors, military liaison officers or other similarly authorized individuals.

f. **Identification Media.** Term which encompasses all forms of personal identification including but not limited to, identification cards, credentials and badges.

g. **Servicing Security Element.** In the regions and at the Aeronautical Center this refers to the AXX-700 Divisions. At the Technical Center this refers to the Civil Aviation Security Staff, ACT-8. At headquarters this refers to ACO-300.

8. FORMS

a. FAA Form 1600-14, Identification Card/Credential Application, NSN 0052-049-4002 is available from the FAA Depot and DOT warehouses. Unit of issue is the sheet. Contractors may either use FAA Form 1600-14, or DOT F 1681, when applying for an identification card. This form is used as the application, description, and accountability for all FAA Identification Media. Once completed, this form is considered to be incorporated into the Privacy Act System of Records in accordance with provisions of FAA Order 1280.1, Protecting Privacy of Information About Individuals, and must be afforded the protection mandated by that order.

b. The forms listed below are available through the Office of Operations, ACO-1, specifically through the Investigations and Security Division, ACO-300, ATTN: ACO-320. These forms may be ordered only by the Region/Center security Division/Staff. Unit of issue is the sheet. Those forms marked with an asterisk (*) require a minimum of 60 days for production and delivery once the order is received by ACO-300.

(1) Regular DOT/FAA Civilian Identification Card, DOT Form 1681.1.3.

(2) Temporary Identification Card, DOT Form, 1681.3.

(3) Contractor Identification Card, DOT Form 1681.4.

(4) Executive Credential, DOT Form 1682.3.

(5) ARTCC Picture Identification Card, blue border, FAA Form 1600-38(*).

(6) CERAP Picture Identification Card, brown border, FAA Form 1600-39(*).

(7) Aeronautical Center Picture Identification Card, black border, FAA Form 1600-40(*).

(8) Visitor Identification Card, orange, FAA Form 1600-50(*).

c. The Retiree Identification Card, DOT Form 1681.2, is not available through normal supply channels. The DOT Office of Security, M-70, is the source of supply for this form. Within FAA, the Human Resource Management Division, Employee Relations and Career Development Branch, AHR-140, is responsible for FAA-wide distribution of these forms.

d. The procedures pertaining to the availability of other identification media may be found in their respective directives.

1/22/92

9. AUTHORIZED IDENTIFICATION MEDIA

a. Only those DOT/FAA identification media described in this order are specifically authorized for use throughout the FAA. Regions and Centers may not issue special identification cards or identification media without appropriate coordination as required by this order.

b. A locally devised coding system established by the servicing security element for use on regular DOT/FAA Civilian Identification Cards, is authorized provided the coding is for the purpose of meeting a unique physical security access requirement at a FAA facility, and has been coordinated, per this order, with the Assistant Administrator for Civil Aviation Security. No other modification of these identification media is authorized.

c. Badges, miniature emblems, ribbons, etc., will not be affixed to any DOT/FAA identification media.

10. APPROVAL OF NEW OR CHANGES TO EXISTING IDENTIFICATION MEDIA

a. The use of each form of identification media in a region or center shall be prescribed in a directive generated in accordance with provisions of FAA Order 1320.1, FAA Directives System. The primary office of interest will forward a copy of the directive to the Civil Aviation Security Office of Policy and Planning, ACP-1, ATTN: ACP-100.

b. All proposals for development of any form of identification media which is designed for utilization by employees of, or individuals associated with, the FAA shall be transmitted with appropriate justification, and a copy of the draft promulgating directive to the Assistant Administrator for Civil Aviation Security, ACS-1, ATTN: ACO-300, for coordination with and approval by the OST Office of Security, M-70. DOT Order 1365.1, Department of Transportation Graphic Standards, shall be complied with in the design of new identification media.

c. Except as provided for in paragraph 10b, of this order, any changes in the design, procurement, issuance, accountability, and/or control procedures for approved DOT/FAA identification media shall be coordinated with ACO-300 prior to implementation.

11. PRIVACY ACT SYSTEM OF RECORDS

All forms of identification media addressed in this order are covered under a published system of records in the *Federal Register*, DOT/OST 018, entitled: Identification Media Records System. Pursuant to the requirements of the Privacy Act Record System DOT/OST, all identification media applications and identification cards shall be accorded appropriate protection.

a. **DOT/FAA Identification Cards.** Due to the Privacy Act information contained on the back side of the "pink" card each card shall be handled in the appropriate manner.

(1) When the employee is housed in the same building or in close proximity, each employee is expected to personally pick up his or her own card.

(2) When distance is involved, the cards may be sent via U.S. mail, return receipt requested, to addressee only.

(3) Delivery by courier is acceptable. Couriers may be other FAA employees. When this option is used the media shall be placed, by the issuing office, in a sealed package to conceal the Privacy Act information.

12. thru 199. RESERVED.

1/22/92

CHAPTER 2. PROCEDURES

200. GENERAL

This chapter establishes procedures which govern all forms of DOT/FAA identification media issued to FAA employees, visitors and contractors.

201. REQUIREMENT

Each FAA employee, and contractor employee, shall be issued an appropriate form of approved DOT/FAA identification media.

202. APPLICATION

All requests and approvals for identification media, except as specified in this order or other applicable directives, shall be made on FAA Form 1600-14, Identification Card/Credential Application. Upon termination of an employee or other circumstance as a result of which retention is no longer required, this form shall be disposed of in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

203. CERTIFICATION OF IDENTIFICATION MEDIA

All identification media except the Retiree Identification Card, DOT F 1681.2, require the signature of a Certifying Authority as indicated in this paragraph. Servicing security elements shall maintain the names and specimen signatures of authorized Certifying Authorities within their area of responsibility.

a. Certifying Authorities for FAA credentials listed in paragraph 6, shall be the Assistant or Associate Administrator or Director of the office or service concerned. At the national headquarters level, as changes in Certifying Authorities occur, those changes will be provided to the Office of Civil Aviation Security Operations, ACO-1, ATTN: ACO-300, within 30 calendar days.

b. Regional Administrators and Center Directors shall designate in the appropriate directives those persons whom they appoint as Certifying Authorities. Those designated persons will sign credentials, for those non-straightlined offices having credentials, within the regions or centers. A copy of the promulgated directive will be provided to the servicing security element, along with a sample signature form. (See appendix 3.)

204. AUTHORIZING OFFICIALS

a. Designation. Authorizing Officials as provided for in paragraph 7, will be designated in writing. All issuing offices are responsible for maintaining a list of those Authorizing Officials eligible to sign FAA Form 1600-14. By his or her signature, the Authorizing Official certifies that he

or she is satisfied that the application covers a bona fide employee or person otherwise entitled to the identification media being requested.

b. Contractors. Authorizing Officials for contractor identification cards will be either the Contracting Officer, the Contracting Officer's Technical Representative, or a designated individual in the servicing security element.

c. Employees. It is recommended that within each region and center, and at national headquarters, a listing of those persons designated as Authorizing Officials, for each identification media issued, along with specimen signatures, be kept by the appropriate Certifying Authority.

d. Number of Officials. It is further recommended that the number of authorizing officials be kept to a minimum. For example, those offices that are straightlined should have one authorizing official and one alternate at each regional office.

205. COUNTERFEITING, MISUSE OR ALTERATION

Identification media issued by the FAA remains the property of DOT/FAA and is issued for official purposes and identification only. Improper use, possession, counterfeiting or alteration is subject to penalties under Title 18, United States Code 499, 506 and 701, as well as FAA administrative and disciplinary actions.

206. LOSS OR THEFT

Personnel issued any form of DOT/FAA identification media will exercise care in protecting their integrity and will safeguard against loss or theft.

a. Notification. In the event of loss or theft of any form of DOT/FAA identification media other than the Retiree Identification Card, DOT F 1681.2, the holder, through appropriate channels, will notify the issuing office in writing within 48 hours of the detected theft or loss. An information copy will be forwarded to the servicing security element. At national headquarters, notification will be to ACO-300, using DOT Form 1660.6, Incident Report, or memorandum. This is in addition to what the holder may be required to do per his/her office, or specific directive.

(1) Security personnel shall ensure that all appropriate parties are notified of the lost or stolen credential. A statement indicating, in general terms, the authority granted by the credential and where an attempted presentation may occur. A partial list is given in appendix 4. This list is not intended to be all inclusive and the involved security office

(5) One photograph will be affixed to the identification media by the issuing office. The remaining photograph will be affixed to the DOT Form 1681, or FAA Form 1600-14, to be used in the event of loss or theft. Should additional photographs be submitted, they will be affixed to the back of the application card.

b. Arrangements for Photography.

(1) Arrangements have been made with the Office of Security, OST, to take all photographs for Civilian Identification Cards, and Contractor Identification Cards, assigned to FAA national headquarters.

(2) It will be the responsibility of FAA issuing offices located in the regions and centers to arrange for photographs to be taken, on a routine basis, for their regional/center employees or contractors.

214. IDENTIFICATION CARD/CREDENTIAL APPLICATION

a. General. Form DOT F 1681, or Form FAA 1600-14, Identification Card/Credential Application, must be completed prior to issuance of any form of DOT/FAA identification media except passports. If this form is not completed with all appropriate information, the identification card, credential, etc., will not be issued. This paragraph provides instructions for completing the DOT F 1681 or the FAA 1600-14 forms. (see appendix 1).

b. Applicants.

(1) Will complete all information which applies to them. The information must be typed or neatly printed in blue or black ink. After completion, the applicant will sign the application.

(2) After the application has been completed, it should then be taken to the appropriate Authorizing Official for signature.

c. Authorizing Officials.

(1) Ensure that all areas are correct and complete.

(2) Mark on the reverse side of the application the type of identification required by the applicant. If the application is for a temporary identification card or a contractor identification card, the expiration date must be noted on the front of the card. (NOTE: If there is no expiration date shown on the application it will not be accepted.)

(3) Sign the application card in the appropriate block. (NOTE: It is recommended that specimen signatures be on file with the Certifying Authority for an application card to be accepted.)

(4) The application will then be taken or forwarded to the issuing office for processing of the identification card, or credential.

d. Issuing Office.

(1) Review the application for completeness. All applications not completed correctly or lacking an Authorizing Official's signature will not be accepted.

(2) Type the appropriate identification card or credential using the information given on the application.

(3) The applicant will then sign the appropriate identification form and the issuing office will attach one of the photographs provided. After the Certifying Authority block has been completed, the identification media will then be laminated. Unlaminated and untyped identification media will not be accepted. The remaining photograph will be placed on the application card (DOT F 1681/FAA 1600-14).

(4) The application will then be given to the applicant who will acknowledge receipt of the completed identification card or credential by signing the "Date Received" and "Received By" blocks on the reverse side of the application.

(5) The application card (DOT F 1681/FAA 1600-14) will remain in the administrative files of the issuing office until transfer of the applicant within FAA or termination. If an employee transfers within FAA, he/she may retain his/her identification card if arrangements are made between the issuing office and the gaining issuing office. The application card is forwarded to the issuing office gaining the employee.

(6) Identification cards will be surrendered to the issuing office when an employee terminates his/her employment with the FAA or transfers to another element of FAA unless other arrangements have been made. Application cards and identification media recovered from terminating employees will be destroyed per FAA Order 1350.15 and any appropriate internal records will be so noted.

215. REISSUANCE OF IDENTIFICATION MEDIA

a. Conditions. Identification media shall be reissued when any of the following conditions exist:

(1) Name change of holder.

(2) Loss or theft of media.

(3) Mutilation of media, or when it is judged to be in an unserviceable condition.

(4) Changes in personal appearance which seriously impair the identification of the holder.

(5) Expiration of card.

b. Application Cards. When identification cards are reissued due to expiration of the initial card or name change, a new application shall be completed. Applicants shall turn in the old identification media before a new one is issued.

216. thru 299. RESERVED.

MISSING

Py 2-2
02-3

1/22/92

CHAPTER 3. IDENTIFICATION CARDS, BADGES, AND CREDENTIALS

300. IDENTIFICATION CARDS

The following list identifies the identification cards utilized in the FAA:

a. Civilian Identification Card, DOT F 1681.1, Series. This identification card will be issued to all civilian career and career-conditional employees appointed for a period of one year or more. It is issued to DOT/FAA employees for their official identification only. The card will have a serial number and an expiration date. The expiration date is five years from the date of issuance. Identification cards issued by the previously used Form DOT 1600.1.3 (6-73) will expire on February 2, 1994 and should be renewed prior to the expiration date.

b. Temporary Identification Card, DOT F 1681.3. This identification card will be issued to any temporary DOT/FAA employee appointed for a period of less than one year. The expiration date for this card will be no more than one year from the date of appointment.

c. Contractor Identification Cards, DOT F 1681.4. Contractor Identification Cards may be issued to DOT/FAA contractor employees when required for identification at a particular worksite on a regular basis. Contractors intermittently visiting a DOT/FAA building or facility will not be issued a Contractor Identification Card. These identification cards are issued to contractor employees for official identification only and convey no official status beyond that contained in their contractual agreement with DOT/FAA. The expiration date for this identification card will be September 30th of each year unless otherwise specified (i.e. the card may be issued for the period of the contract, provided it is not more than three years).

d. ARTCC Picture Identification Card, blue border, FAA Form 1600.38.

e. CERAP Picture Identification Card, brown border, FAA Form 1600-39.

f. Aeronautical Center Picture Identification Card, black border, FAA Form 1600-40.

g. Visitor Identification Card, orange, FAA Form 1600-50.

h. Aeronautical Center Picture Identification Card, pink border, FAA Form 1600-55.

i. Aviation Medical Examiner's Identification Card, FAA Form 8520-4. FAA Order 8520.2D, Aviation Medical Examiner System.

301. OFFICIAL CREDENTIALS AND BADGES

The identification media listed below are used to support FAA operations and missions. The order cited with each credential provides detailed guidance with respect to qualifications required for each and procedures for its issuance and control.

a. Those elements listed under paragraph 6, Responsibilities for Identification Media.

b. Executive Credentials, DOT F 1682, Series. DOT Order 1680.3, Identification Cards, Official Credentials and Passports. The Director and Deputy Director, Office of Security, M-70, OST, are the only designated Certifying Authorities for all Executive Credentials. Executive Credentials shall be issued in lieu of the Civilian Identification Card, DOT F 1681.1, Series, to individuals occupying the following positions:

- (1) Administrators
- (2) Deputy Administrators
- (3) Executive Directors
- (4) Associate Administrators
- (5) Assistant Administrators
- (6) Chief Counsel
- (7) Office and Service Directors and Deputies.

302. PREVIOUSLY ISSUED IDENTIFICATION MEDIA AND CREDENTIALS

a. Grandfathered Forms. Any Executive or Official Credential previously issued under DOT Form Numbers 1600.2-2.14 and 1630.34-35.15 will still be accepted under this order. These credentials may continue to be used until the determination is made that the credential should be reissued or until the holder no longer has a need to retain the credential.

b. Current Forms. Regular Identification Card, DOT Form 1600.1.3, will be accepted until its expiration on February 2, 1994.

303. Retiree Identification Card, DOT F 1681.2.

a. Eligibility. This card will be issued to civilian employees of DOT/FAA who retire from Federal service on an immediate annuity. The Retiree Identification Card is issued solely for the purpose of personal identification and will not be used or accepted in lieu of any employee or contractor identification card or credential. Persons who transfer from the DOT/FAA to another department or agency

1/22/92

are not eligible to receive a Retiree Identification Card even though they have the necessary length of service or age to qualify for an immediate annuity.

b. Issuance. Upon receipt of an SF-2801, Application for retirement, the processing personnel office shall determine whether or not the individual wishes a retiree card. The card is not mandatory and it can be issued upon request after retirement, with reasonable verification of identity. If an employee or retired employee desires a card, the personnel office shall type the entries on the card, arrange to have the employee sign it, and forward the card with a photograph to the servicing security element for lamination. The card will be returned to the personnel office for issuance.

c. Accountability. Upon issuance the card becomes the personal property of the individual. Accordingly, there are no requirements to maintain any accountability controls.

304. THRU 399. RESERVED.

1/22/92

CHAPTER 4. CIVIL AVIATION SECURITY SPECIAL AGENT CREDENTIALS AND BADGE

400. GENERAL

The authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdictions of the U.S. in connection with investigations conducted in accordance with provisions of the Federal Aviation Act of 1958, as amended, is delegated to each FAA employee who possesses a valid credential identifying him or her as a Special Agent. FAA Forms 1600-24 and 1600-24-1 comprise the Special Agent Credential. The special agent badge supplements the credential.

401. FORMS

a. **Application Form.** FAA Form 1600-14, Identification Card/Credential Application, is obtained through normal distribution, and will be used for application of the Civil Aviation Security (CAS), Special Agent Credential.

b. **Special Agent Credential.** FAA Forms 1600-24 and 1600-24-1, Special Agent Credential, are stocked and controlled by ACO-300. Managers of region and center Civil Aviation Security Divisions and Staffs may obtain a supply of FAA Forms 1600-24-1 by submitting a request in writing to ACO-1, ATTN: ACO-300.

402. ELIGIBILITY CRITERIA

a. **Duty Assignment.** The credential and badge shall be issued only to FAA security element employees who are assigned responsibility by position description for engaging in one or more of the work activities outlined in FAA Order 1650.7, Civil Aviation Security Program Guidelines. The employee must engage in the work assignment(s) to the extent that authority is required in official duties to conduct criminal or similar critical regulatory or personnel investigations and inspections for FAA pursuant to Title III and Section 1002(b) of the Federal Aviation Act of 1958, as amended.

b. **Training.** These employees either shall have successfully completed the Civil Aviation Security Investigations Course 00021, and/or the Security and Inspections and Records Course 00032, or anticipate completion of these courses within 18 months of application for issuance of a credential and badge.

c. **Requesting Official.** The requesting official will normally be the manager of the security element to which the individual is assigned. The manager signs FAA Form 1600-14, in the Credential Justification Block, to certify that the applicant needs credentials and badge for duties as described in paragraph 402 above.

403. USE OF THE SPECIAL AGENT BADGE AND CREDENTIAL

a. **Official Duties.** The badge and credential will be used in the performance of official duties as a symbol of authority to conduct specifically assigned criminal or similar critical regulatory or personnel investigations and inspections for the FAA pursuant to Title III and Section 1002(b) of the Federal Aviation Act of 1958, as amended.

b. **Agent Responsibilities.** Each special agent shall comply with the elements of paragraph 6.j.

(1) As a representative of the Assistant Administrator for Civil Aviation Security each agent must remain cognizant, of the fact, that the rest of the FAA views him/her as a professional security specialist. It is expected that each agent will take extraordinary efforts to maintain the integrity and security of his/her Special Agent Credentials.

404. APPLICATION PROCEDURES

When requesting Special Agent credentials and/or badges regional and center Civil Aviation Security Divisions shall use the following procedures:

a. **Form.** See paragraph 401.

b. **Photograph.** See paragraph 213.

(2) The second photograph (which is to be mounted on the FAA Form 1600-24-1) shall have the applicant's name lightly penciled on the back of the photograph and be attached with a paper clip, not stapled, to the FAA Form 1600-14.

c. **Signatures.** The applicant will sign the FAA Form 1600-24-1 in the space provided. NOTE: A supply of these forms shall be maintained by each security element.

405. TRANSMITTAL OF CREDENTIALS AND BADGES.

FAA Forms 1600-24, and 1600-24-1 as well as the badge and case shall be transmitted by ACO-320 to the requesting office by U.S. registered mail, return receipt requested, or a commercial delivery service that provides continuous signature accountability and physical control comparable to that of U.S. registered mail.